

# Compucorp<sup>®</sup>

System Guide 9:  
Headers, Footers & Footnotes



# Overview

This system guide explains OMEGA's header, footer, and footnote functions. Headers are captions that appear at the top of the page to help readers identify their place in a document. Footers are used for the same purpose, but they are printed at the bottom of the page. When you use OMEGA's header and footer functions, you type the text of headers and footers once, and the system prints it on each page automatically. Footnotes are used to explain or identify references in text. OMEGA makes it easy to create footnotes, and the system automatically numbers and prints them according to your specifications.

Section 1 introduces you to OMEGA's header and footer functions. Several options are available to meet your specific needs. Footnotes are the subject of Section 2. The procedures for creating and revising footnotes and the footnote printing options OMEGA offers are discussed.

## Sections

1. Headers and footers
2. Footnotes

**Turn to the next page to begin Section 1.**

# Header and footer functions

Headers and footers are descriptive text that help identify where the reader is in a document. Headers appear at the top of a page, and footers appear at the bottom, as shown in the first illustration. OMEGA's versatile header and footer functions provide a variety of useful options. You can type headers or footers in many positions. They can be the same on every page or vary on alternate pages. You can even omit them on selected pages or change them within a document.

Two main options are available with OMEGA's header and footer functions.

- **On all pages:** You can instruct OMEGA to print the same header and/or footer on every page of your document. You can change the text of headers and footers within a document to correspond to section or chapter titles. Several examples of headers and footers that print on every page are shown in the second illustration.
- **On alternating pages:** You can also choose to print alternating headers, footers, or both within your document. When you select this option, "right" headers or footers print on odd numbered pages. "Left" headers or footers, which can contain different text, print on even numbered pages. In the last illustration, alternating headers and footers are pictured. The left header is "Module 5," and the right header is "Section 2." The left footer is "Red Cross Bulletin," and the right footer is "May, 1982."

## Header Only

BOOK ONE  
Introduction

This volume deals with blood, a liquid tissue which is the iron in the tissue's soul. Carrying vital oxygen to the other tissues, red blood cells course through a sea rich in hormones, vitamins, proteins and enzymes. The blood is a potent reminder of man's biological success. His will as a species to survive.

It is also a tie through time, a symbolic link between man's mythic past and his modern present. Though blood flows the same mineral balance as that of the seas of the Cambrian era, half a billion years ago. Long the object of ceremony and myth, blood stirs a wealth of passions from hope to fear. From blood, symbol of man's mortality, springs the unending river of life.

## Footer Only

In the bones beneath, man finds more than the beauty of simple mathematic form. The skeleton is a measure as full and diverse as life itself. Built with the strength of an oak, it can also bend with a sapling's ease. It shelters the organs, supports the body and, bound by muscle, bestows the grace for movement. A relic that long outlives the flesh it carries, bone nonetheless meets the moment's needs. Over building and breaking down, this dynamic tissue forms in proportion to the task at hand. The bones in a ballerina's feet, a sculptor's hands or a drinklayer's arm gain mass and shape in response to the stresses their varied pursuits impose.

THE HUMAN BODY  
The Skeleton

## Headers and Footers

Chapter 1

When parts of a broken bone puncture the surface of the skin, creating an open fracture, the break is called an open fracture. In a closed fracture the ends of the broken bone remain beneath the skin.

If you encounter someone who you suspect has fractured a bone, particularly in the neck or spine, do not move the injured part. Make sure they are breathing properly. Give artificial respiration if necessary. If an open wound is visible, cut clothing away from it and cover it with a sterile or clean dressing. Apply pressure to curb severe bleeding, but be careful not to contaminate the wound.

Page 2

Chapter 1

For fractures of the upper arm, place thin, padding in the armpit. Gently move the arm to the victim's side, bending the forearm at a right angle across the chest. Place the splint on the outside of the upper arm and tie it above and below the break. Tie a sling around his neck to support the forearm. Wrap a towel or cloth around the splint, then tie it under the other arm.

Pillows or blankets can be used to splint a fractured foot or ankle. Remove the victim's sock and shoe and elevate his leg slightly. Slide the padding under the leg, making certain the material extends from above the calf to well below the heel. Tie the splint in place with bandages or strips of cloth.

Page 3

## Alternating Headers and Footers

Module 5

Eye problems range from simple eyestrain to major trauma. Cool compresses or rinsing with cool, clean water can often relieve tired, red eyes. But persistent redness can indicate a more serious problem. Generally you should consult an ophthalmologist if you have any of the following problems.

1. Sight is impaired.
2. The eye becomes painful.
3. Foreign matter enters or punctures the eye.
4. The eyelids stick together.
5. Bright light is annoying.
6. The eyes remain bloodshot for several days without apparent reason.

Red Cross Bulletin

Section 2

Ninety percent of all eye injuries can be prevented by wearing protective eye gear and following a few simple safety rules, according to the National Society to Prevent Blindness. It has been estimated that certified farm protectors for amateur hockey players avert 70,000 eye injuries a year and save more than \$10 million in medical expenses annually.

Impact resistant eye guards can protect against the force of a pebble thrown by a lawn mower or a smashed tennis or racket ball. Safety goggles should also be worn when using power tools.

May, 1982

# Creating headers and footers

You can create headers and footers easily using OMEGA's header and footer functions. These functions can be used when you are typing a new document or when you are editing an existing one.

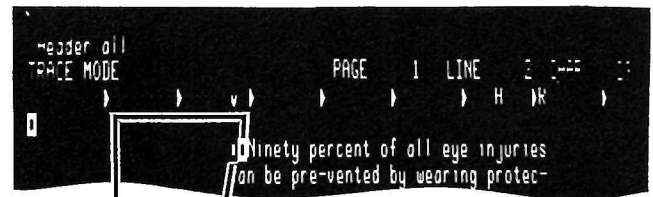
## Concepts

OMEGA saves headers and footers in format markers within the body of the document. Header and footer text does not display on the screen with the document. It is saved on a separate "header page" or "footer page," as shown in the center illustration. When you create a header or footer, OMEGA inserts a format marker in the text. The format marker messages are visible in Trace Mode. The message "Header all," indicates the same header is to be printed on every page.

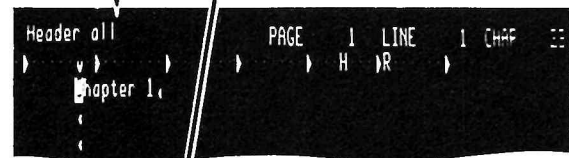
## Overview of procedures

1. **Access the specific header or footer function:** When you create a header or footer, the specific header or footer function you access instructs the system on which pages to place the header or footer. Header All or Footer All means that the same header or footer text will appear on every page. If you select alternating headers or footers, the header or footer text will alternate on every other page. You can create a Header Left or Footer Left which prints on even numbered pages, and a Header Right or Footer Right to print on odd numbered pages.
2. **Type the header or footer text:** When you have selected the desired function, the screen clears. You then type the text as you want it to appear on the printed page. When you type, you determine where the text is to be located on the line. You also determine where the header or footer will print in relation to the text.
3. **Save the header or footer:** After you have typed the text, you save the header or footer. Your document then returns to the screen.

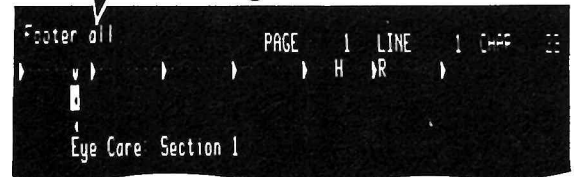
## Document on Screen



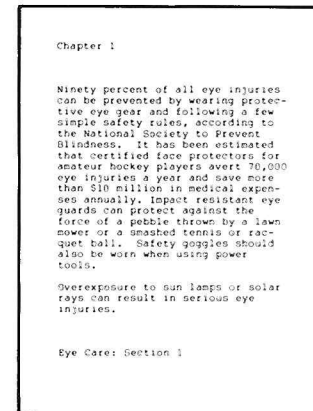
## Header Page



## Footer Page



## Printed Document





## Explanation of procedure

1. **Access the specific header or footer function:** When the cursor is positioned on line 1, page 1, the header or footer you create will print on every page of your document, including the first. If you want the same header on every page, press COMMAND and then type HA (Header All). For alternating headers, use COMMAND HR (Header Right) and COMMAND HL (Header Left).

For a footer on every page, press COMMAND and type FA (Footer All). If you want to create alternating footers, use COMMAND FR (Footer Right), and COMMAND FL (Footer Left) to access those functions.

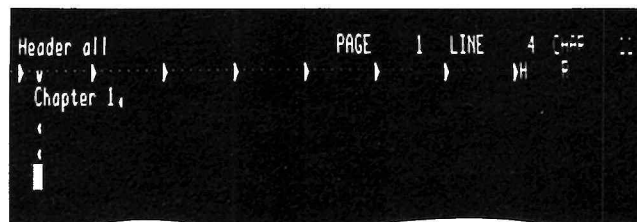
After you access a header or footer function, the screen clears and the name of the specific function displays in the message area. The Header All function was accessed in the first illustration.

2. **Type the header or footer text:** You then type the header or footer exactly the way you want it to print. For example, you may want the text centered, or aligned at the left margin. You may also want to include blank lines to separate a header or footer from the body of the text. When you type a header, enter RETURNS after the text. For a footer, include RETURNS before the text to separate it from the body of the document. In the second illustration, the header "Chapter 1," is typed at the left margin. The two return symbols following the header text will cause two blank lines to print between the header and the body text.
3. **Save the header or footer:** When you have typed the text, press SAVE to save the header or footer in a format marker. Your document then returns to the screen, and the format marker is inserted in the text at the cursor location.

## Access the Desired Function



## Type the Text Exactly as You Want It



## Save the Header or Footer



# Considerations when creating headers and footers

The specific header or footer function you access instructs the system on which pages to place the header or footer. You determine the format of headers and footers as you type them. Other factors also influence the way your headers and footers are printed.

## Alternating headers and footers

When the alternating option is used, the number of lines used in both left and right headers or footers should be the same. With alternating headers, this ensures that the body of the document will begin on the same line on every page. With alternating footers, the bottom margin will be even. In the first illustration, each footer contains three lines.

## Pagination

When OMEGA paginates a document, it counts the lines used by headers and footers as part of the maximum number of lines on each page. This affects the amount of body text printed on each page. For example, if you specify 55 lines per page, and your header takes up three lines, only 52 lines of body text will be printed on each page.

NOTE: If you add headers or footers to an existing document, you must repaginate before printing. This allows OMEGA to include the header or footer lines within the maximum number of lines on each page.

## Where headers and footers begin printing

The position of the cursor when the header or footer function is accessed determines the position of the format marker in the text. This format marker, in turn, determines the page on which the header or footer is first printed. When you access a header or footer function with the cursor on page 1, line 1, as shown in the next illustration, the header or footer prints on all pages of your document, including the first.

To print a header or footer on every page except the first, access the desired function when the cursor is anywhere on the first page except on line 1. For example, when the function is accessed on line 7, as shown in the next illustration, the header will start printing on page 2.

To begin a header or footer on later pages in your document, access the header or footer function on the page prior to the one on which the header or footer is to first appear. Do not access the function from line 1 of the previous page, however, or the header or footer will start printing on that page. The last illustration shows an appropriate cursor position, page 5, line 10, for a header or footer to start printing on page 6.

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## Alternating Footers

Left footer PAGE 1 LINE 3 CHAR 35  
The Journal

Right footer PAGE 1 LINE 1 CHAR 24  
September, 1982

## Where Headers Begin Printing

### Cursor Position for Header or Footer to Begin on Page 1

PAGE 1 LINE 1 CHAR 24  
When William Hewson died at age thirty-five from an infection he had contracted during a dissection.

### Cursor Position for Header or Footer to Begin on Page 2

PAGE 1 LINE 7 CHAR 24  
When William Hewson died at age thirty-five from an infection he had contracted during a dissection, Benjamin Franklin, then serving as the American colonial representative to the British government in London, noted in a letter, "He was an excellent young man, ingenious, industrious, useful and beloved." In his concern over the plight of his young friend's family, Franklin added, "All their schemes of life are

### Cursor Position for Header or Footer to Begin on Page 6

PAGE 5 LINE 10 CHAR 24  
vein, tying the ends of a section filled with blood. After freezing the vein in snow, he then thawed and opened it. Draining the blood into a teacup, he observed that it was perfectly fluid, and in a few

Section 1:  
Headers and Footers (Cont.)



## 6

## Procedure

# Varying headers and footers

Headers and footers can begin on any page in a document. They can also change within a document or be omitted from any pages to allow for illustrations, tables, or charts.

## Changing headers or footers

Headers and footers can be changed within a document. For example, the header on pages 1 through 6 can be "CHAPTER 1," and the header on pages 7 through 12 "CHAPTER 2," as shown in the first illustration.

To change a header or footer, you create a new header or footer on the page prior to the page on which it is to appear. For example, if the new header is to start printing on page 7, create the new header on page 6, as shown in the second illustration.

To prevent the header or footer format marker from moving to the wrong page during pagination, you can establish required pages in the document. In the example used here, a required page break at the end of page 6 ensures that the new header will be printed on page 7.

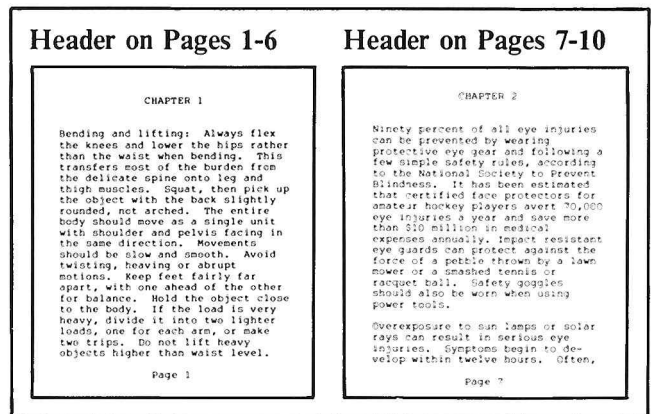
## Omitting headers and footers

You may not want headers and footers to print on certain pages, such as Page 10 in the third illustration. In this case, you can instruct the system to insert a blank header or footer on specified pages.

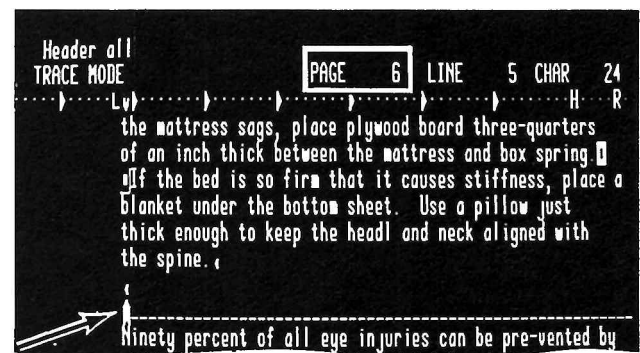
On the page preceding the one on which the header or footer should be omitted (page 9 pictured at the right), you create a blank header or footer. To do so, simply access the header or footer function and save a blank screen as shown in the last illustration.

You can resume printing the original headers and footers in the document without retyping. To do so, turn on Trace Mode and define the format marker containing the original header or footer text as a block. Then, copy this block onto the page preceding the one on which the header or footer is to begin again.

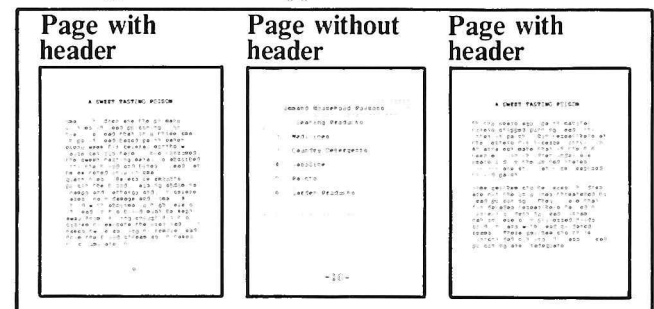
## Example of Changing a Header



## Change Header on Preceding Page



## Omitting a Header - Application



## Create Blank Header





## Editing headers and footers

You can revise the text or format of existing headers and footers. To do this, you recall them to the screen and make any desired changes. You can also delete headers and footers easily if you no longer want them included in a document.

### Revising headers and footers

To edit a header or footer, you first turn on Trace Mode and then position the cursor on the appropriate format marker, as shown in the first illustration. You then press RECALL to display the text of the header or footer on the screen. This is pictured in the second illustration. You edit the text as desired. In the third illustration, the spelling of History is corrected. When you have finished your edits, press SAVE to save the revised header or footer. When you do this, your document returns to the screen.

### Changing the format of a header or footer

When you first create a header or footer, it takes on the Document Status Menu settings of the document displayed. However, if you change the format settings of the document after you create a header or footer, the header or footer format is not affected. To change the format of existing headers or footers, you recall them individually, display their Document Status Menus, and make any desired changes.

### Deleting headers and footers

You can delete a header or footer by entering Trace Mode, positioning the cursor on the appropriate format marker, and pressing DEL CHAR. The format marker and the header or footer text are deleted from the document. Because this affects the number of document lines printed on a page, you should repaginate before printing.

**Go to the next page and complete the disk instruction for this section.**

### Revising a Header

#### Step 1: Position Cursor on Header Format Marker

```
Header all
TRACE MODE          PAGE 1 LINE 1 CHAR 25
-----|-----|-----|-----|-----|
          L|-----|-----|-----|-----|
          |
          | Delighting in their bodies, the Greeks prized sound
          | health. A paean, written by Ariphron around 400 B.C.,
          | hailed "Health, best of the blessed ones to men,"
          | without which, "no man is happy." In ancient Greece,
          | the cult of the body and the desire for health joined
          | with a rational and enterprising spirit of inquiry to
          | spark major advances in medicine.
```

#### Step 2: RECALL to Display Header

```
Header all          PAGE 1 LINE 1 CHAR 24
-----|-----|-----|-----|-----|
          |-----|-----|-----|-----|
          | GREEK HISTORY,
          |
          |
```

#### Step 3: Edit Text

```
Header all          PAGE 1 LINE 1 CHAR 56
-----|-----|-----|-----|-----|
          |-----|-----|-----|-----|
          | GREEK HISTORY,
          |
          |
```

#### Step 4: SAVE the Header

```
          PAGE 1 LINE 1 CHAR 25
-----|-----|-----|-----|-----|
          L|-----|-----|-----|-----|
          |
          | Delighting in their bodies, the Greeks prized sound
          | health. A paean, written by Ariphron around 400 B.C.,
          | hailed "Health, best of the blessed ones to men,"
          | without which, "no man is happy." In ancient Greece,
          | the cult of the body and the desire for health joined
          | with a rational and enterprising spirit of inquiry to
          | spark major advances in medicine.
```

# Disk Instruction

The disk instructions for this section, Headers and Footers, are given to you in print, not on the screen. This is necessary because the examples require you to display saved documents. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will view a header in a document, create a header and footer, and revise a header and footer.

1. **Header and footer in a document:** Header and footer text does not display on the screen with the document. It is saved on a separate “header page” or “footer page.”

## A. EXAMPLE - View a header in a document

In this example you will print a document with a header, recall the document to note that the header does not display on the screen with the document, and then display the header on the screen to compare it to the printed document.

1. Print document 9.1 Sample Header.
2. Recall document 9.1 Sample Header.
3. Scroll through the document and note the header and footer are not visible in the text.
4. Press HOME HOME UP to return to the beginning of the document and turn on Trace Mode. (CTRL) TRACE.
5. Use (CTRL) FIND to find the format marker with the “Header all” message.
6. To display (view) the header on the screen, press RECALL with the cursor on the Header All format marker. The header page displays on the screen.
7. Note the appearance of the header on the screen. Compare it to the printout.
8. Remove the header from the screen by pressing SAVE. This returns you to the document.
9. Save the document. Answer Y to the saving text message to update the original.

**CONTINUE TO THE NEXT EXAMPLE**



## Disk Instruction (Cont.)

2. **Creating a header on all pages of a document:** To create a header on all pages you use the Header All function.

### A. EXAMPLE - Create a header

In this example you will create a header in document 9.1 Word Processing.

1. Recall document 9.1 Word Processing.
2. In order to have the header appear on all pages including page one, position the cursor on line 1.
3. Access the Header All function by pressing COMMAND and typing HA. "Header all" appears in the message area and the screen clears.
4. Now type the header as indicated in the Sample Text below:

Word Processing  
Page #

(text of document)

To have the header appear on the left side of the page, type "Word Processing" at the left margin. Press RETURN.

Type Page.

Then to have OMEGA number the pages in the header, press COMMAND and then type PN. An arrow appears on the screen.

Press RETURN three times to leave blank lines between the header and text.

Note the number of lines in the header—4.

5. Save the header by pressing SAVE. The document reappears on the screen.
6. Display Document Status Menu One and note the maximum lines per page. RETURN to the document.
7. Paginate the document.

Note the position of the first page break. OMEGA has included the 4 lines of the header in the maximum lines per page.

8. Save the document. Answer N to the saving text message and name the document YOUR NAME 9.1.
9. Print the document. Note the header is printed on all pages.

**CONTINUE TO THE NEXT EXAMPLE**

## Disk Instruction (Cont.)

3. **Creating a footer on all pages of a document:** Creating a footer is similar to creating a header except for the command to access the footer function.

**A. EXAMPLE - Create a footer in the same document**

In this example you will create a footer in document YOUR NAME 9.1.

1. Recall document YOUR NAME 9.1.
2. In order to have the footer appear on all pages including page one, position the cursor on line 1.
3. Access the Footer All function by pressing COMMAND and then typing FA. "Footer all" appears in the message area and the screen clears.
4. Now type the footer as indicated in the Sample Text below.

(text)

Compucorp Training Program

To separate the text from the footer, press RETURN twice.

To position the footer on the right side of the page, position the cursor on character position 50 and type the footer—Compucorp Training Program.

Note the number of lines in the footer—3.

5. Save the footer by pressing SAVE. The document reappears on the screen.
6. Paginate the document. Note where the first page break appears. OMEGA has included both the number of lines in the header (4) and the number of lines in the footer (3) in the maximum lines per page.
7. Save the document. Answer Y to update the document with the footer.
8. Print the document. Note the footer is printed on all pages.

**CONTINUE TO THE NEXT EXAMPLE**



## Disk Instruction (Cont.)

- 4. Editing headers and footers:** To edit a header or footer, you display the header or footer on the screen, make the revisions, and then save the revised header or footer.

### A. EXAMPLE - Change a header

In this example you will change the header you created in the previous example.

1. Recall document YOUR NAME 9.1.
2. Turn on Trace Mode.
3. Use (CTRL) FIND to find the Header All format marker.
4. Redisplay the header on the screen by pressing RECALL while the cursor is on the Header All format marker.
5. Edit the header to read "Word Processing Discussion."
6. Press SAVE to save the header and redisplay the document.

### B. EXAMPLE - Delete a footer

In this example you will delete the footer you created in a previous example.

1. Document YOUR NAME 9.1 should still be displayed on the screen. Turn on Trace Mode.
2. Use (CTRL) FIND to position the cursor on the Footer All format marker.
3. Delete the format marker. DEL CHAR. This deletes the entire footer.
4. Paginate the document.
5. Save the document. Answer N to the saving text message to save the edited document. Name the document 9.1 Edit H and F.
6. Print the document. Note the revised header and the deleted footer.

**CONTINUE TO THE NEXT EXAMPLE**

## Disk Instruction (Cont.)

- 5. Creating alternating headers and footers:** You can also create alternating headers and footers. “Right” headers print on the odd numbered pages. “Left” headers print on the even numbered pages. Alternating headers and footers can contain different text.

### A. EXAMPLE - Create a left header

In this example you will create a left header in document 9.1 Personnel Manual.

1. Recall document 9.1 Personnel Manual.
2. In order to have the headers appear on all pages except the first one, position the cursor on line 2.
3. Then access the Header Left function—COMMAND HL.
4. Type the header as indicated in the Sample Text below:

PERSONNEL MANUAL  
SECTION 3  
POSITION DESCRIPTION

5. Save the header and redisplay the document. SAVE.

### B. EXAMPLE - Create a right header

In this example you will create the right header for the same document.

1. Document 9.1 Personnel Manual should still be displayed on the screen.
2. In order to have the headers appear on all pages except the first one, position the cursor on line 2.
3. Access the Header Right function. COMMAND HR.
4. Type the header as indicated in the Sample Text below:

PERSONNEL MANUAL  
SECTION 3  
Position Responsibilities

5. Save the header and redisplay the document. SAVE.
6. Paginate the document.
7. Save the document. Answer N to the saving text message and name the new document 9.1 Alternating.
8. Print the document. Note the alternating headers on odd and even pages.

**You have now completed Section 1. Turn to the next page to begin Section 2.**

# Footnote function

Like headers and footers, footnotes are created easily on your Compucorp system. When you use the versatile footnote function, all you do is type the footnote. OMEGA performs the following tasks automatically.

- OMEGA numbers footnotes for you and inserts the number in the text as a superscript. It also prints the number at the bottom of the page.
- If you add or delete footnotes, OMEGA rennumbers them automatically to correspond to the changes you have made.
- When footnotes are printed, OMEGA inserts a dashed line to separate the body of the document from the footnotes.
- If there is not enough room on a page to print a footnote, OMEGA splits the footnote and prints the second part on the following page.
- If you move a section of text containing a footnote, the footnote is automatically moved and renumbered.

## Footnotes

### Made for Movement

The need for strength makes bones rigid. If the skeleton were cast as one solid bone, movement would be nearly impossible. In all vertebrates, including man, nature has solved this problem by dividing the skeleton into many bones and creating joints where they intersect. <sup>1</sup>

Despite the prodigious strength of bones, muscles can summon enough force to snap them. To avert such catastrophes, bone and muscle conspire to devise an artful defense. When tendon meets bone at right angles, strain is equal across the intersection.<sup>2</sup>

-----  
<sup>1</sup>Goldberg, Kathy E. The Skeleton: Fantastic Framework ( U.S. News Books: Washington D.C., 1982): 71.  
<sup>2</sup>Drawing by Hurwitz, Joyce.

# Creating footnotes

You can create footnotes easily with OMEGA's footnote function. Footnotes can be inserted while you are typing a document or during revision of an existing document.

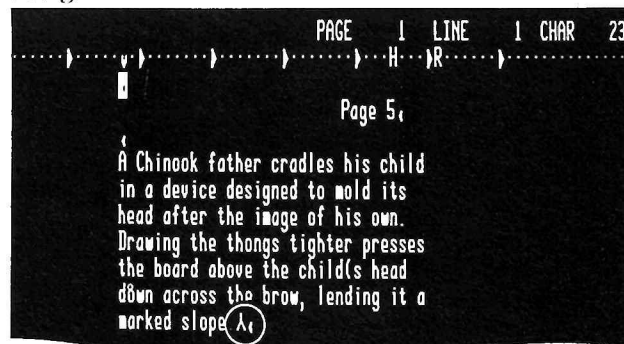
## Concepts

Like headers and footers, footnotes are saved apart from the body of the document in format markers. When you create a footnote, OMEGA inserts a merge marker, which looks like an upside down Y, in the text. In Trace Mode, this merge marker displays as a format marker containing the message "Footnote." When you use the footnote function, you do not have to number each footnote. OMEGA automatically numbers the footnote and places this number in the text. The numbered footnote will print at the bottom of each page or at the end of the document.

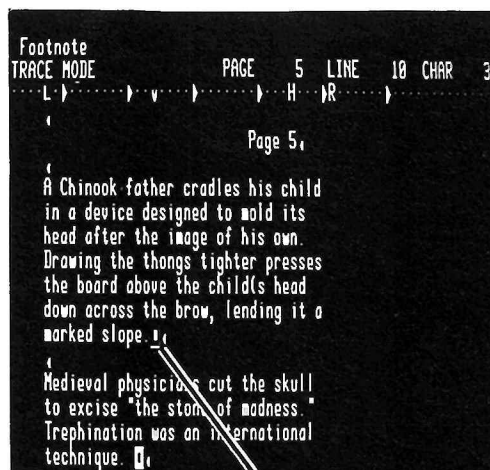
## Procedure

To create a footnote, first type the text to the point of the first footnote number. Then access the footnote function by pressing COMMAND and typing FN (FootNote). When the screen clears and "Footnote" displays in the message area, type the text of your footnote without numbering it. After you have typed the text, press SAVE to save the footnote. The document returns to the screen, and a merge marker in the document indicates the location of the footnote. The marker is replaced by the appropriate footnote number when the document is printed as in the last illustration.

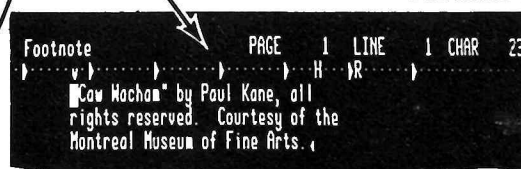
## Merge Marker Indicates Location of Footnote



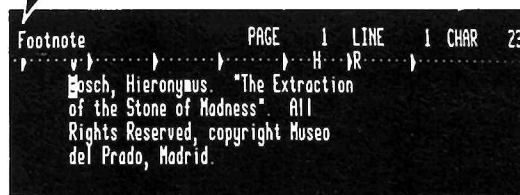
## In Trace Mode Merge Marker Displays as Format Marker



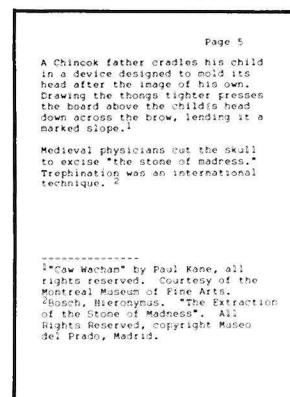
Footnote 1



Footnote 2



## Printed Document





## Printing options

When you include footnotes in a document, you can instruct OMEGA to number and print them in one of three ways.

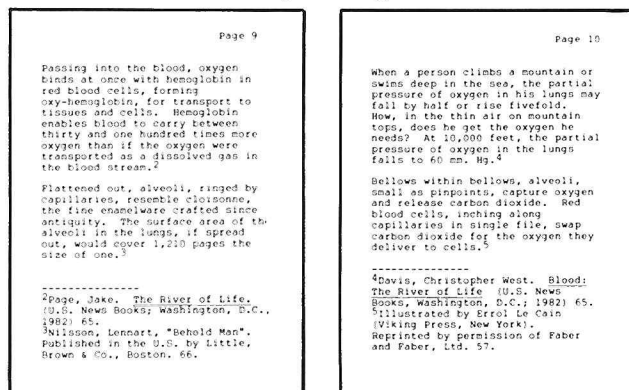
- Footnotes can be numbered consecutively throughout the document and printed at the bottom of the appropriate page. This is shown in the first illustration.
- Footnotes can be numbered consecutively on each page and printed at the bottom of the appropriate page. This is pictured in the second illustration.
- Footnotes can be numbered consecutively throughout the document and printed at the end of the document. In the third illustration, this option was selected.

## Selecting from printing options

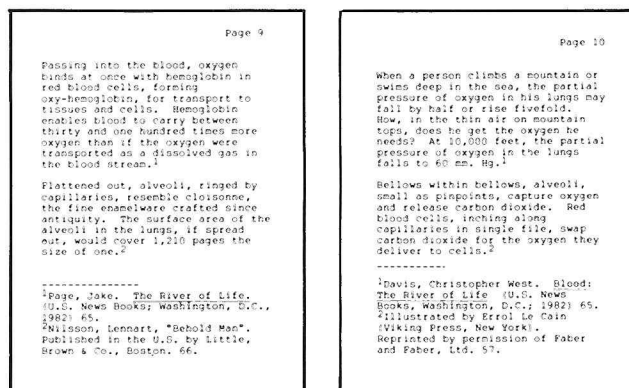
You select from these options using the two footnote settings on Document Status Menu Two. The default settings for these two selections are shown in the last illustration.

- The "Continuous footnote numbers [Y/N]" selection determines how footnotes will be numbered. To number footnotes consecutively throughout a document, use the default setting, Y (yes). If you type N (no) for this setting, footnotes are numbered beginning with the number 1 on each page.
- The "Footnotes at end of document [Y/N]" selection determines where the footnotes will be printed. If you use the default setting of N (no), the footnotes will be printed at the bottom of the page on which they appear. A setting of Y (yes) causes all the footnotes to be printed at the end of the document. If you choose this option, create a required page break at the end of the document so that the footnotes will print on a separate page.

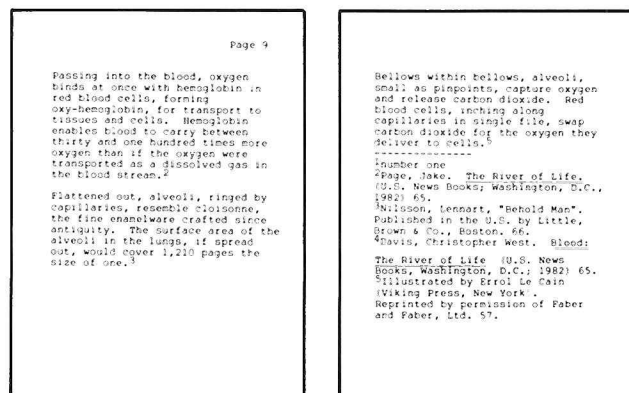
## Numbered Consecutively Throughout Document



## Numbered Consecutively On Each Page



## Numbered Consecutively At End of Document



### DOCUMENT STATUS MENU TWO

Lines per inch to 36 ..... 6  
Continuous footnote numbers [Y/N]: Y  
Footnotes at end of document [Y/N]: N

## Editing footnotes

**You can revise the text or the format of an existing footnote by recalling it to the screen. You can also move, copy, or delete a footnote using the footnote format marker.**

## Revising footnotes

To edit the text of a footnote, position the cursor on the merge marker in the document and turn on Trace Mode. Press **RECALL** to display the footnote on the screen, then edit the footnote as desired. When you have completed the revision, press **SAVE** to update the edited footnote. The document once again displays on the screen. These steps are illustrated at the right.

## Moving or copying a footnote

You can move or copy footnotes by defining the footnote merge marker as a block and then using **BLOCK MOVE** or **BLOCK COPY**.

## Deleting a footnote

A footnote can be deleted by positioning the cursor on the footnote merge marker, turning on Trace Mode, and using DEL CHAR to remove the format marker.

## Footnote format changes

- **Changing the format of footnotes:** Like headers and footers, footnotes take on the format of the document displayed when they are created. Footnotes, however, can have a different format than the document. To change the format of a footnote, you access the Document Status Menu when the footnote is displayed and make any desired changes. Format changes made to the footnote will not affect the document.
- **Changing the format of the document containing footnotes:** Format changes made to the document after a footnote is created do not affect the footnote. You can change the format of footnotes to be consistent with the document. To do this, recall the footnote. Then display the Document Status Menu and make any desired changes. Save the revised footnote, and the document returns to the screen.

## Revising Footnotes

### Step 1: Position the Cursor on the Merge Marker

PAGE 1 LINE 7 CHAR 18  
L V H R  
between thirty and one hundred times more oxygen than if the oxygen were transported as a dissolved gas in the blood stream. Flattened out, alveoli, ringed by capillaries, resemble cloisonne, the fine enamelware crafted since antiquity. The surface area of the alveoli in the lungs, if spread out, would cover 1,210 pages the size of one A.  
  
Passing into the blood, oxygen binds at once with hemoglobin in red blood cells, forming oxy-hemoglobin, for transport to,

## Step 2: RECALL and Edit the Footnote

Footnote	PAGE	1	LINE	2	CHAR	37
Page, Jake. The River of Life (U.S. News Books, Washington, D.C., 1982) 65.		H	R			

### Step 3: SAVE the Revised Footnotes

PAGE 1 LINE 7 CHAR 19

between thirty and one hundred times more oxygen than if the oxygen were transported as a dissolved gas in the blood stream. Flattened out, alveoli, ringed by capillaries, resemble cloisonne, the fine enamelware crafted since antiquity. The surface area of the alveoli in the lungs, if spread out, would cover 1,218 pages the size of one A.

Passing into the blood, oxygen binds at once with hemoglobin in red blood cells, forming oxy-hemoglobin, for transport to,

# Considerations

The topics discuss below influence the final printed appearance of a document which contains footnotes.

## Pagination

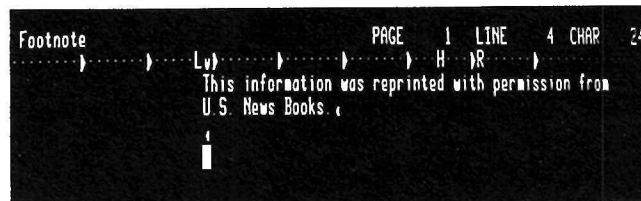
You should repaginate the document if you add or delete footnotes which are printed at the bottom of the page. This allows them to be counted or discounted within the maximum number of lines per page.

## Line spacing between footnotes

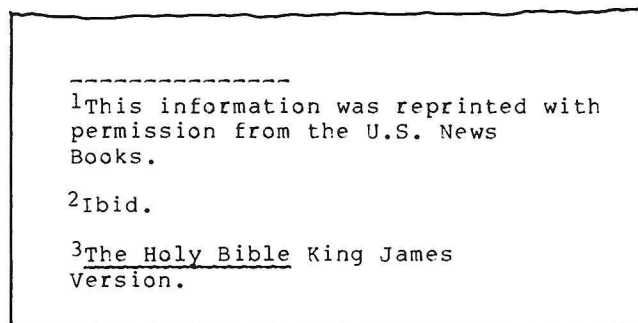
Footnotes are printed with single spacing. If you want blank lines between the printed footnotes, include a RETURN after you type the text of each footnote.

Go to the next page and complete the disk instruction for this section.

If Want a Blank Line Between Footnotes, Include RETURN When Typing Footnote



Result: Footnotes are Separated by Blank Lines



# Disk Instruction

The disk instructions for this section, Footnotes, are given to you in print, not on the screen. This is necessary because the examples require you to display a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will view footnotes in a document, create footnotes in a document, print the footnotes, and edit the footnotes.

1. **View a footnote in a document:** Footnotes are saved apart from the document in format markers. You can display the footnote by using Trace Mode.

## A. EXAMPLE - View a footnote in a document

1. Print document 9.2 Bones. Note the footnotes in the document.
2. Recall document 9.2 Bones.
3. Note the upside down Y on line 9. This is a footnote screen marker.
4. Display the footnote by positioning the cursor on the upside down Y and pressing RECALL.

The document is removed from the screen and the footnote appears. Note its appearance. Compare it to the printout.

5. Remove the footnote from the screen by pressing SAVE. The document redisplay on the screen.
6. Clear the screen. (CTRL) CLEAR.

**CONTINUE TO THE NEXT EXAMPLE**



## Disk Instruction (Cont.)

2. **Creating footnotes:** To create footnotes you access the footnote function, type the footnote, and then save the footnote.

### A. EXAMPLE - Create three footnotes in a document

In this example you will create three footnotes in document 9.2 Footnotes as instructed below.

1. Create a footnote at the end of the second paragraph. Position the cursor after the text the footnote refers to—after the word “computer.”
2. Access the footnote function by pressing COMMAND and then typing FN. “Footnote” appears in the message area and the screen clears.
3. Type the footnote as indicated in the Sample Text below:

Tudor, Barbara. The Art of Writing Word Processing Training Materials. Parks and Associates. 1983. Page 85.

4. Save the footnote and redisplay the document by pressing SAVE.
5. Create the second footnote at the end of the third paragraph. First, position the cursor after the text the footnote refers to—after the word “way.”
6. Access the footnote function—COMMAND FN.
7. Type the footnote as indicated below.

Budlong, Tom. English as a Second Language. Tiajuana Publishers. 1980. Page 25.

8. Save the footnote and redisplay the document. SAVE.
9. Create the following footnote at the end of the fourth paragraph.

Wire, Nancy. Working Under Stress - and In It. XYZ Publishers, 1979. Page 345.

- Position the cursor after “output.”
- Access the footnote function. COMMAND FN.
- Type the footnote.
- Save the footnote and redisplay the document. SAVE.

10. Paginate the document. NOTE: Be sure you are at the beginning of the document when you paginate.
11. Save the document. Answer N to the saving text message. Name the document YOUR NAME 9.2.

## Disk Instruction (Cont.)

**3. Printing footnotes:** You can print footnotes in a document three different ways: numbered consecutively at the end of the document, numbered consecutively throughout the document at the bottom of each page, or numbered consecutively on each page at the bottom of each page.

**A. EXAMPLE - Printing footnotes at the bottom of the page, numbered consecutively throughout the entire document**

1. Recall document YOUR NAME 9.2.
2. Display Document Status Menu Two.
3. Note the “Continuous footnote number Y/N” setting. The default setting is Y (yes). The default setting numbers the footnotes consecutively throughout the entire document.
4. Note the “Footnotes at end of document Y/N” setting. The default setting is N (no). The default setting prints the footnotes at the bottom of each page.
5. RETURN to the document.
6. Save the document. Update the original by answering Y to the saving text message.
7. Print the document. Note that the footnotes are at the bottom of each page and numbered consecutively throughout the document.

**B. EXAMPLE - Footnotes at the end of the document, numbered consecutively**

1. Recall document YOUR NAME 9.2.
2. Display Document Status Menu Two.
3. On the line, “Continuous footnote number Y/N,” type Y for yes.
4. On the line, “Footnotes at end of document Y/N,” type Y for yes.
5. Save the document. Update, type Y.
6. Print the document. Note the footnotes at the end of the document.

## Disk Instruction (Cont.)

**4. Editing footnotes:** Footnotes can be edited or deleted.

**A. EXAMPLE - Change the first footnote**

1. Recall document YOUR NAME 9.2.
2. Display the footnote by positioning the cursor on the merge marker and pressing RECALL.
3. Edit the footnote.
4. Save the footnote.

**B. EXAMPLE - Delete the middle footnote**

Document YOUR NAME 9.2 should still be displayed on the screen.

1. Put the cursor on the merge marker for the middle footnote.
2. Press DEL CHAR. Trace Mode automatically turns on.
3. Put the cursor on the format marker. Note the message "Footnote" in the message area.
4. DEL CHAR on the format marker deletes the entire footnote.
5. Paginate the document.
6. Specify footnotes at the end of the document numbered consecutively—Document Status Menu Two.
7. Save the document.
8. Print the document. Note that the footnotes are renumbered.

**You have now completed System Guide 9. To begin the next module, locate System Guide 10.**





